

## MINUTE RECORD

<b>MICHIGAN DEPARTMENT OF COMMUNITY HEALTH/OFFICE OF DRUG CONTROL POLICY (MDCH/ODCP) STRATEGIC PREVENTION FRAMEWORK/STATE INCENTIVE GRANT (SPF/SIG)</b>	
WORKGROUP NAME:	State Epidemiology Workgroup (SEW)
CLUSTER NUMBER:	N/A
DATE:	Wednesday, March 5, 2008
TIME:	2:00-3:00 p.m.
LOCATION:	Conference Call
CO-LEADERS:	Corrine Miller
RECORDER:	Brenda Stoneburner

### INTENDED MEETING OUTCOME

1. Data Repository Workgroup (DRW) update to SEW and request for recommendation on final document

#### KEY POINTS – DRAFT SUMMARY (NOT REVIEWED BY WORK GROUP)

THIS SECTION IS THE NARRATIVE OF YOUR MEETING. PLEASE DESCRIBE IN DETAIL WHAT HAPPENED DURING THE MEETING AND THE KEY POINTS ADDRESSED. REMEMBER, THESE NOTES ARE A COMMUNICATION TOOL. PLEASE MAKE SURE OTHERS NOT AT THE MEETING CAN GET A CLEAR SENSE OF WHAT OCCURRED.

Welcome and introductions. Reviewed and approved November 16, 2007 meeting minutes (moved by K. White-Bissot; seconded by J. Hoepfner) as well as agenda for this meeting.

#### Update on Items from Previous Meeting:

- Youth Tobacco Survey Update: Corrine reported she is having estimates run by the Tobacco department, which will be weighted. Once complete, can go on data reporting website.
- Adult Use Prevalence Data with BRFs: Question if we can get similar data from NHSDA, and if BRFs would not be available at sub-state level, would it be worthwhile for cost to ODCP of over-sampling in order to get reliable data (estimated \$1M/year cost). It was noted that every two years CA level data would be available. Options discussed included Michigan SPF SIG make recommendation to SAMHSA for expansion on the NSHDA survey. Another option may be to make recommendation to local public health departments (LPHD) to add questions, on substance abuse. Either through ODCP for statewide inclusion, or local CAs for regional items, use SPF SIG funds to help off-set this cost to LPHD. Joel reported Mid South added questions to three of their counties BRFs to get data on older adults (65+) and adult use at a cost of approximately \$20,000. Corrine will do some checking on which counties/LPHD are doing their own risk and protective survey's and report back to SEW.
- Kim reported 2007 YRBS data will be available within the month, and she will bring to next meeting. Some preliminary data is available, and if needed, contact Kim. In response to a question, it was noted this is a MiPHY year, and as of the time of this meeting there were 31 different counties identified participating, and 14 of those 31 counties would be able to have county level data available. This included 65 different school districts (800 districts in the state) and 142 different buildings. These numbers are growing on a daily basis as more schools are adding on as participants.

### Items Continuing:

- Data Repository Workgroup:

Document *Michigan Strategic Prevention Framework (MI SPF) State Epidemiology Workgroup (SEW) Data Repository Workgroup Data Indicator Collection and Reporting Recommendations, February 2008* emailed to group prior to meeting for review. Purpose of Workgroup and this document reviewed: To look at what data existed already in what format, what would work best for Michigan as part of infrastructure development of SPF SIG process, and why there is a need. As the group began the process, limitations that were identified were noted so they did not get lost in the future, however also did not want the group to get stuck in the limitations. The group then focused on data indicators and what is currently available. As a result, the above identified document was compiled, and the Data Repository Workgroup is asking for SEW approval. Discussion, including what is feasible and realistic. Some of the current gaps identified may now be able to be covered by updated SEDS data recently received, and Corrine and Lori will do a cross-walk between this document and the SEDS data to determine where gaps still exist. The SEW will then focus on looking at the items in the chart and prioritizing what is most useful to pursue and what is most feasible. The tool to use for that prioritization process will be discussed at the March 28<sup>th</sup> SEW meeting.

Following final discussion, J. Hoepfner made the following motion; seconded by M. Hanson:

**Due to the infrastructure development focus of the Michigan SPF, the SEW has a responsibility to make recommendations on systems that will enhance the capability of gathering and capturing data for the State of Michigan as part of sustainability efforts for the future. The SEW requests the SAC support the document *Michigan Strategic Prevention Framework (MI SPF), State Epidemiology Workgroup (SEW) Data Repository Workgroup Data Indicator Collection and Reporting Recommendations, February 2008*. Recognizing this is a working document, with updates continually occurring, the SEW also requests the SAC's commitment to begin moving the state in direction of implementing the recommendations contained therein.**

This motion will be taken to the SAC at their March 28<sup>th</sup> meeting for action.

### Additional Items/Next Steps:

- Next Steps identified in Action section of minutes.

## ACTION

- THE ACTION ITEMS ARE SIMILAR TO YOUR TASKS. ALL ACTION ITEMS MUST BE IN LINE WITH THE TPCI MODEL.
- IN THE FIELD "ACTION ITEM" PLEASE DESCRIBE FROM YOUR MEETING WHAT ACTION WILL BE TAKEN. IN THE FIELD "RESPONSIBLE," PLEASE INDICATE WHO IS RESPONSIBLE FOR THAT ACTION. IN THE "DEADLINE" FIELD, PLEASE LIST THE DEADLINE FOR THE ACTION TO BE COMPLETED. IN THE "PROGRESS AND FOLLOW-UP ACTIONS" COLUMN, PLEASE TRACK THESE ACTION ITEMS OVER TIME.
- FOR EACH ITEM YOU LIST, YOU SHOULD DESCRIBE WHAT SHOULD HAPPEN (IN THE "ACTION ITEM" FIELD), & WHAT ACTUALLY HAPPENED, (IN THE "PROGRESS AND FOLLOW-UP" FIELD). ALSO, INDICATE WHEN YOU COMPLETE THE ACTION ITEM.

ACTION ITEM	RESPONSIBLE	DEADLINE	PROGRESS AND FOLLOW-UP ACTIONS
1. Update on Michigan Youth Tobacco Survey data	Corrine will report information as available	Summer, 2008	
2. Check on possibility of adding adult substance use questions to BRFS, and/or other options as noted in minutes	Corrine and Lori	Report back March 28 <sup>th</sup> meeting	
3. Interdepartmental meeting with DOE, LPHA, and ODCP on how to better facilitate connection with CEW activity	Brenda will follow up with Larry and Carolyn	ASAP	
4. Cross-Walk new SEDS with Data Repository Workgroup document to update gaps	Corrine and Lori	March 28, 2008	
5. Begin process for ranking usefulness/feasibility of recommendations and gaps in Data Repository Workgroup document	Entire SEW identify process to be used, including format and mechanism	March 28, 2008 meeting	

WORKGROUP OVERLAP		
<p>■ PLEASE LIST ANY ACTION ITEM, KEY POINT, OR MEETING OUTCOME (FROM ABOVE TABLES) THAT WILL AFFECT ANY OTHER WORKGROUP OR CLUSTER.</p> <p>■ LIST ANY DECISION, INFORMATION, POSITION, ETC., THAT YOU NEED FROM OTHER WORKGROUPS OR CLUSTERS.</p> <p>■ RECORDS OVERLAP AMONG WORKGROUPS EVEN IF THE WORKGROUPS ARE IN THE SAME CLUSTER.</p>		
OVERLAPPING GROUPS (PLEASE LIST ALL GROUPS)	OVERLAPPING ISSUE	COMMUNICATION STRATEGY AND OTHER ACTIONS TAKEN TO RESOLVE OVERLAP
I.G.	Need for Interdepartmental meeting with DOE, LPHA, and ODCP on how to better facilitate connection with CEW activity	Brenda will re-identify need to Carolyn and Larry

RESEARCH & TECHNICAL ASSISTANCE REQUESTS		
<p>■ PLEASE LIST EVERY REQUEST FOR RESEARCH, TRAINING, OR TECHNICAL ASSISTANCE HERE. PLEASE ALSO RECORD ALL ACTIONS TAKEN TO MEET THIS REQUEST. FOR EXAMPLE, YOUR REQUEST FOR RESEARCH MAY BE “NEED RESEARCH ON THE USE OF RISK ASSESSMENTS AT FIA.” THE ACTION ITEM WOULD BE “GATHERING RESEARCH ON RISK ASSESSMENT FROM FIA.” ANOTHER ACTION ITEMS MAY BE “JIM NYE GAVE A PRESENTATION ON THE RISK ASSESSMENTS USED BY FIA.”</p> <p>■ NOTE THE REQUEST FOR RESEARCH IN THE “REQUEST FIELD.” NOTE WHO YOU ARE CONTACTING TO MEET THIS NEED IN THE “TO WHOM” FIELD. NOTE ANY FOLLOW UP ACTION TAKEN IN THE “ACTION TAKEN” FIELD.</p> <p>■ PLEASE BE VERY CLEAR ABOUT WHAT IS NEEDED AND WHAT WAS DONE TO MEET THAT NEED.</p>		
REQUEST	TO WHOM	ACTION TAKEN

NEXT MEETING	
DATE:	JUNE 20, 2008
TIME:	8:30 – 11:00 A.M.
LOCATION:	GENERAL OFFICE BUILDING, DIMONDALE, MI 48821

ANY ADDITIONAL COMMENTS?
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## ATTENDANCE

PLEASE LIST EVERY MEMBER FOR EVERY MEETING REGARDLESS OF ATTENDANCE. PLEASE PUT “YES” IF THE PERSON ATTENDED THE MEETING AND “NO” IF THE PERSON WAS ABSENT. LIST EACH GUEST THAT ATTENDED THE MEETING.

MEMBERS' AND GUESTS' NAMES	ORGANIZATION	WORKGROUP AFFILIATION	HERE? Yes/No
Cindy Agle	MRC	Member	Yes
Gayle Boomer/Amy Murawski/Kristy Botterman	Saginaw Co. Dept. of Public Health (P.H.)	Member	No
Phil Chvojka	ODCP	Member	No
Jill Worden	Riverhaven CA	Member	No
Garry Goza	MDCH-HIV/STD EPI	Member	No
Marie Hansen	Prevention Network (PN)	Member	Yes
Merrilee Keller	Pathways	Member	No
John Mecomber	Kalamazoo CMH	Member	No
Corinne Miller	MDCH- EPI	Member- Chair	Yes
Marci Scalera	Livingston-Washtenaw CA	Member	No
Larry Scott	ODCP	Member- Co-Chair	No
Joel Hoepfner	Mid South	Member	Yes
Brenda Stoneburner	ODCP	Member	Yes
Theresa Webster	SEMCA	Member	No
Herb Winfrey	Connexion, Inc	Member	No
Kori White-Bissot	Lakeshore CA	Member	Yes
Beverly Davenport	DHS	Member	No
Jessica Edwards	PIRE	Consultant	No
Eva Petosky/Linda Woods	Inter Tribal Council	Member	No
Kim Kovalchick	Dept. of Ed.	Member	Yes
Jim O'Neil	Madonna College MDOE	Member	No
Lisa Faulkner	Oakland County Health Div.	Member	Yes
Tine Laux	Prevention Fellow	Member	Yes
Pietro Semifero	OHSP	Member	No
Lisa Coleman	Genesee	Guest	Yes
Lori Cameron	DCH EPI	Guest	Yes